

EmployAbility Cork: Job Coach / Employment Specialist **(<https://www.activelink.ie/node/115650>)**



EmployAbility Service Cork

JOB COACH/EMPLOYMENT SPECIALIST

Required for

EmployAbility CORK

We are a Supported Employment Service for job seekers with disabilities, mental health difficulties and members of the traveller community.

We currently have opportunities for a number of full-time and part-time Job Coach Roles.

Person Specification:

- Leaving Certificate or equivalent standard of education is essential
- Relevant Third Level Qualification is a distinct advantage in; Adult Guidance / Business / HR / Recruitment
- Experience of working with people with a disability and/or people with mental health difficulties
- Experience of using recruitment and employment principles, methods, techniques, and resources
- Experience networking with employers
- An awareness of and familiarity with the issues relating to employment for those facing significant barriers to employment
- Ability to use independent judgement and to manage and impart confidential information
- Ability to handle crises that may arise unexpectedly
- Excellent IT skills to include ability to use Microsoft Office, Cloud Technology, and other technologies through desktop sites via computer and remotely through mobile applications are essential
- Fluency in verbal and written English is an essential requirement of this post
- A high level of professionalism is required for this post, and confidentiality is of utmost importance
- **Full clean driving licence and means of transport is essential for the position**

DUTIES AND RESPONSIBILITIES

- Conduct an individual assessment to identify the client's career path
- Conduct meetings with the client and other stakeholders to determine the client's employment aspirations, experiences, abilities, skills, and potential obstacles to employment.
- Establish a rapport with the client and develop a positive working relationship.
- Ensure that the client is an active participant in all phases of their job search
- Identify potential employment opportunities
- Market EmployAbility Cork and its client's abilities to potential employers
- Prepare CV's to best market client's abilities to potential employers
- Source job interviews for the client and prepare them to succeed at interview
- Liaise with employers, negotiating terms and conditions of employment
- Act as an advocate for the client where necessary
- Provide supports to the employer, supervisor, and co-workers
- Mentor clients to help them become integrated and independent in the workplace
- Support employers to integrate their new employees into the workplace
- Assist in resolution of workplace issues for the client
- Report on a regular basis regarding client's progress
- Respond immediately when issues arise concerning the clients well being

- Maintain high professional standards and confidentiality at all times
- Provide full administrative reporting service based on client activity and progression
- Liaise with relevant organisations to support client's labour market needs
- Carry out any other function relevant to the position of Employment Facilitator as indicated from time to time

**Applications should be made by emailing current CV to: info@employabilitycork.ie
(<mailto:info@employabilitycork.ie>)**

Closing date for applications is 5pm Friday 30th May 2025

EmployAbility Cork is an equal opportunities employer



Region

Cork

Date Entered/Updated

14th May, 2025

Expiry Date

30th May, 2025

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